

Policy and Procedure

COVID-19 Safety Management Plan and other COVID-19 related information

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Date of effect	September 2022	Review date	March 2023 or earlier subject to new CHO Directions and practicable application requiring update/s
Relates to	Work Health and Safety	Version	2022, version 7
Responsible Owner	Director People and Culture	Functional Manager	Work Health and Safety Officer

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1. Document Status and Modification History

Date	Version	Paragraphs modified	Authority	Details
Jan 2022	1.0	Whole document		Incorporates Recording your COVID-19 Vaccination Status and other COVID-19 vaccine related information Policy and Procedure (version 3)
17/02/2022	2.0	7.2.5 5 11.2	CHO Directions No 41 of 2022	Updated to incorporate reference to CHO Directions for high risk workers (in a custodial correctional facility). Included definition of contraindication evidence. Clarification that 'screened' means temperature taken.
10/03/2022	3.0	7, 11, 20.1		Updated to incorporate reference to CHO Directions in relation to masks and QR codes mandate
24/03/2022	4.0	7.2.5	CHO Directions No 52 of 2022	Updated to incorporate reference to CHO Directions for 3 rd vaccination for all workers.
22/04/2022	5.0	4, 7.2.1, 7.2.3, 7.2.5, 9, 11, 16	CHO Directions No 53 of 2022	Revocation of CHO Directions No 55 and 81 of 2021
16/06/2022	6.0	4, 6, 7.2, 7.4, 7.5, 9, 11.2, 12, 16, 20, 20.1, 21	Chief Executive Officer	Updated to reflect revoking of CHO Directions and converting to Policy and Procedure
26/09/2022	7.0	4, 7.1, 7.2.2, 7.5, 11.2, 11.3, 19.2, 20.1	Chief Executive Officer	Updated to reflect changes to isolation periods and removal of some restrictions.

2. Outline

Batchelor Institute is the only First Nations dual sector tertiary education provider in Australia. Batchelor Institute gives precedence to its philosophy of Both Ways: positioning First Nations peoples as knowledge holders in all educational transactions with Western knowledge systems as well as privileging First Nations ways of learning and teaching to underpin our engagement with mainstream education systems and society more broadly.

In response to the COVID-19 pandemic, this plan provides guidelines for Batchelor Institute workers, contractors (who are also workers but separately defined for ease of reference), visitors, and students on how we manage delivery of education across our regional and urban campuses, and in remote communities. This plan aligns with the NT Government's law,

directions and guidelines which will change as the situation develops, and workers should keep up to date with the latest information as it becomes available.

3. Scope

This COVID-19 Safety Management Plan Policy and Procedure applies to all Batchelor Institute workers, contractors, visitors, and students.

4. COVID-19 Safety Management Plan

In response to the COVID-19 pandemic, Batchelor Institute has a duty of care to minimise the risk of transmission of the disease and protect Batchelor Institute workers, contractors, visitors, and students. Batchelor Institute treats the safety of all persons who come into contact with our operations as a priority. This plan forms part of our safety strategy.

There are no longer Chief Health Officer (CHO) COVID-19 Directions mandating three COVID-19 vaccinations for certain workers in the Northern Territory. However, Batchelor Institute will maintain the three-vaccination requirement for its workers for a minimum period of six months. Within those six months, Batchelor Institute will consult with its stakeholders and workers to assess whether it will maintain the three-vaccination requirement for its workers.

All workers at Batchelor Institute must have three vaccinations unless a worker has an exemption for a “contraindication” to all approved COVID-19 vaccines (this basically means if you cannot be vaccinated for a medical reason), or a temporary exemption because you have recently had COVID-19. The requirement to have three vaccinations also applies to other workers (such as contractors) who attend Batchelor Institute campuses.

5. Acronyms and Terms

Acronym/Term	Definition/Description
CHO	Chief Health Officer
Close contact	<p>A person is considered a close contact if:</p> <ul style="list-style-type: none">a. They reside in the same household/premises as a COVID-19 positive person or stay overnight.b. Have spent four hours or more indoors with a COVID-19 positive person while they were infectious. <p>A person’s infectious period is usually the two days before they developed symptoms, or two days before they tested positive if they did not have symptoms.</p> <p>Refer to the table at section 6.5 below for isolation periods.</p>

Acronym/Term	Definition/Description
Contraindication Evidence	<p>The following records are acceptable if the employee is contraindicated (which means you cannot be vaccinated for a medical reason):</p> <ul style="list-style-type: none"> • A medical certificate issued by a medical practitioner, that certifies a person has contraindication to all approved COVID-19 vaccines determined in accordance with the Clinical guidance on use of COVID-19 vaccine in Australia 2021, or any successor guidelines, issued by the Australian Technical Advisory Group on Immunisation (ATAG). • A certificate issued by Services Australia that certifies that a person has a contraindication to all approved COVID-19 vaccinations. • If you are contraindicated, you may be required to take additional safety measures while attending your workplace, including wearing a mask and social distancing. Take some time to assess your current workstation and set this up with the Director People and Culture. Consider how your risk of contracting or infecting others with COVID-19 could be mitigated or minimised. <p>*** It is important to check the 'valid to' date on this certificate.</p>
COVID-19 Safety Supervisor	Work Health and Safety Officer
COVID-19	Coronavirus disease an infectious disease caused by the SARS-CoV-2 virus.
COVID-19 Symptoms	<p>Most common symptoms:</p> <ul style="list-style-type: none"> • fever • cough • tiredness • loss of taste or smell <p>Less common symptoms:</p> <ul style="list-style-type: none"> • sore throat • headache • aches and pains • diarrhoea • a rash on skin, or discolouration of fingers or toes • red or irritated eyes <p>Serious symptoms:</p> <ul style="list-style-type: none"> • difficulty breathing or shortness of breath • loss of speech or mobility, or confusion • chest pain
Batchelor Institute	Batchelor Institute of Indigenous Tertiary Education
NTG	Northern Territory Government

Acronym/Term	Definition/Description
PCR	Polymerase Chain Reaction test
RAT	Rapid Antigen Test
Vaccination Evidence	<p>Vaccination evidence can be obtained by:</p> <ul style="list-style-type: none"> • downloading a copy of your COVID-19 digital certificate on the MyGov website • calling the Australian Immunisation Register on 1800 653 809 and ask them to send your COVID-19 certificate or immunisation statement to you. Please note it can take up to 14 days for your certificate to arrive in the post.
WHS	Work Health and Safety
Worker	<p>A person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as:</p> <ul style="list-style-type: none"> • an employee; or • a contractor or subcontractor; or • an employee of a contractor or subcontractor; or • an employee of a labour hire company; or • an outworker; or • an apprentice or trainee; or • a student gaining work experience; or • a volunteer.

6. Legislation

Under the model WHS laws, Batchelor Institute has a duty to eliminate or if not reasonably practicable, minimise the risks of COVID-19 in the workplace. Batchelor Institute may not be able to eliminate the risk to workers of COVID-19, therefore Batchelor Institute must do all that is reasonably practicable to minimise the risks and vaccination should be considered as just one way to do so in the context of a range of COVID-19 control measures.

7. COVID-19 Batchelor Institute Requirements

7.1. Check-in

In relation to entry to a Batchelor Institute campus or training event, all workers, contractors, visitors must sign in whether on the Sine system (Orange 6) or manually sign in at Orange 1.

Desert Peoples Centre Campus: all contractors and visitors must manually sign in at reception.

Students are manually registered on arrival.

The manual sign-in provides Batchelor Institute rapid access to close contact data when advised by a worker, contractor, visitor and student of a positive COVID-19 test.

7.2. Vaccination Status

7.2.1 Workers

Workers are covered by COVID-19 Safety Management Plan Policy and Procedure. That is, all workers at Batchelor Institute must have three vaccinations unless a worker has an exemption for a “contraindication” to all approved COVID-19 vaccines, or a temporary exemption because you have recently had COVID-19.

Employees at Batchelor Institute are required to record their COVID-19 vaccination status in myHR.

COVID-19 vaccination status must be approved by the Human Resources Team when they are shown the authorised documentation. If evidence is emailed through to humanresourcesenquiries@batchelor.edu.au, it will be deleted within 48 hours.

Batchelor Institute must take reasonable steps to determine the extent to which each employee in the workplace is vaccinated with an approved COVID-19 vaccine.

Batchelor Institute's Human Resources Team humanresourcesenquiries@batchelor.edu.au (will need to verify whether each employee:

- has received three vaccinations or
- is contraindicated or
- has a temporary exemption.

7.2.2 Students

Travelling and accommodated students are required to have received two vaccinations. Students must provide proof of vaccination status, or medical or temporary exemption. Students also need to notify the Student Experience team and Travel team prior to the first residential block. The Student Experience team must sight and record the vaccination status of a student for ease of future reference. Medical evidence will not be retained. Evidence of vaccination must be sighted by the relevant lecturer.

Unvaccinated day students must comply with the current NTG CHO COVID-19 directions.

Students performing work experience as a part of their course may need to be fully vaccinated e.g. completing a unit in a health or childcare environment.

7.2.3 Contractors

Contractors are defined as workers and are required to comply with this COVID-19 Safety Management Plan Policy and Procedure.

All contractors must report to Building 6 at Batchelor Campus and the Administration Building in the Desert Peoples Centre Campus to sign-in and provide evidence of three vaccinations.

7.2.4 Visitors

Deleted

7.2.5 Booster Vaccine

- a. This COVID-19 Safety Management Plan Policy and Procedure requires all Batchelor Institute workers to have had a third COVID-19 vaccination by 22 April 2022.

Temporary exemptions can be granted if you:

- i. Have a certificate issued by the Commonwealth that certifies that you have a temporary contraindication to all approved COVID-19 vaccines or
- ii. Are unable to receive a third dose of an approved vaccine because:
 - a. Fewer than 16 weeks have elapsed since you last returned a positive COVID-19 test (if you have had COVID-19 you can get your booster dose as soon as you have recovered) or since you received a second dose or
 - b. You were in quarantine and fewer than 2 weeks have elapsed since the end of their quarantine period or
- iii. You received a TGA recognised vaccine for the purpose of travel to Australia, and a third dose of that vaccine is not required for the vaccine to be effective.

- b. Permanent exemptions exist for workers that have a certificate issued by the Commonwealth that certifies that you have a permanent contraindication to all approved COVID-19 vaccines.

PLEASE NOTE CAREFULLY: several exemption categories are temporary, such as a delay in receiving the third dose due to being in quarantine or recovering from COVID-19. Once the relevant time period has expired, in order to enter our workplaces, you must provide evidence of the third dose.

It is a requirement that all workers provide evidence of their third vaccination, or a temporary or permanent exemption, to Batchelor Institute's Human Resources Team as outlined above at paragraph 7.2.1.

7.3 Feeling unwell or displaying symptoms

Where a worker or student feels unwell or are displaying symptoms of COVID-19, they must isolate and be tested. The result of the test must be reported to the Work Health and Safety Officer (Batchelor Institute COVID-19 Safety Supervisor).

7.4. Rapid Antigen Test (RAT)

RATs will be supplied to workers and students who are required to travel to or from areas that required a negative RAT on arrival and or departure.

Unwell students residing in student accommodation will be provided a RAT.

7.5. Positive COVID-19 Test Result - General

Workers and students must declare to Batchelor Institute (manager and the Work Health and Safety team) if they test positive for COVID-19 with a RAT. Anyone with a positive result must follow all relevant guidance from NTG Health, including, not be limited to:

Vaccinated	Unvaccinated
Positive Case	Positive Case
<ul style="list-style-type: none"> Isolate for 5 days. Day 0 is when positive test was taken. Day 5 ends at 12 noon Exit isolation on day 5 if symptom free. If you still have symptoms, remain in isolation until day 7 or day 10 depending on symptoms. 	<ul style="list-style-type: none"> Isolate for 10 days. Day 0 is when positive test was taken. Day 10 ends at 12 noon Exit isolation on day 10 if symptom free. If you still have symptoms, remain in isolation until day 14.
Close Contact	Close Contact
A close contact is someone who lives with a 'positive case' or has spent 4+ hours indoors with them in a house like setting, office conference room or a vehicle	
<ul style="list-style-type: none"> Close contacts who are up-to-date with their COVID-19 vaccinations having had at least three doses, and do not have symptoms will no longer be required to isolate. They will still need to have a COVID-19 Rapid Antigen Test within the first three days after exposure and on day six. Close contacts will be required to wear a mask for seven days after exposure to a COVID-19 case and required to wear a mask if the 1.5mtr social distancing cannot be applied. Close contacts who have COVID-19 symptoms must immediately isolate, get 	<ul style="list-style-type: none"> Close contacts who are unvaccinated or partially vaccinated for COVID-19 must continue to isolate for seven days. They will also need to have a COVID-19 Rapid Antigen Test within the first three days of their isolation period and on day six. Day zero of isolation starts from the day a close contact was exposed to a COVID-19 case. If they test positive, follow above Unvaccinated Positive Case rules.

<p>tested for COVID-19 and remain in isolation until symptoms resolve.</p> <ul style="list-style-type: none"> • If they test positive, follow above Vaccinated Positive Case rules. 	
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Declare a positive RAT result online using the [Rapid Antigen Test declaration form](#). You should upload your results before 8pm on the day you test positive.

A worker who tests positive for COVID-19 must report the result to their manager and the WHS team. To facilitate close contact, isolation and cleaning requirements, the WHS team will contact the positive COVID-19 worker to obtain as many details as possible about the worker's movements on campus.

A student who tests positive for COVID-19 must report the result to their lecturer. The lecturer must report the result to the Director Student Experience and the WHS team. To facilitate close contact, isolation and cleaning requirements, the Student Experience team will contact the positive COVID-19 student to obtain as many details as possible about the student movements on campus and/ or residential accommodation.

7.6. Positive COVID-19 Test Result – Residential Students

In addition to paragraph 7.4 above, residential students will be isolated in student accommodation on campus and will receive the following assistance:

- be monitored – health and wellbeing
- be provided a supply of water and contactless meals
- given a laptop to continue workshops, study, and for mental health purposes

Where a student's health declines, contact the Batchelor Health Clinic who will arrange transfer, if required, to the Royal Darwin Hospital or Alice Springs Hospital by the transfer method required by the receiving hospital.

7.7. Cleaning

There will be no access to potentially exposed areas until the areas have been cleaned pursuant to CHO Directions 35 – 'Directions for Safety Measures for Places, Businesses, Activities, Services and Premises'. On completion of cleaning, the WHS Officer (or a delegated WHS representative if in Alice Springs) will conduct a quality check prior to access being permitted.

8. Leave Entitlements

8.1.1. **A vaccinated worker who is a (NTG notified) close contact, and is not unwell** (that is, well enough to work), can seek approval to work from home for the period they are required to isolate. A 'Working from Home' form must be submitted for approval by their manager and a copy must be provided to the HR Team. The HR Team must provide a list of workers 'Working from Home' upon request to the WHS Officer.

8.1.2. **A vaccinated worker who tests positive for COVID-19, and is not unwell** (that is, is well enough to work), can seek approval to work from home for the period they are required to isolate. A 'Working from Home' form must be submitted for approval by their manager and a copy must be provided to the HR Team. The HR Team must provide a list of workers 'Working from Home' upon request to the WHS Officer.

8.1.3. **Where a worker tests positive for COVID-19 and they are unwell**, they will need to apply for personal leave pursuant to the Batchelor Institute of Indigenous Tertiary Education Union Enterprise Agreement and *Fair Work Act 2009* (Cth).

8.1.4. **Where the worker has no leave entitlement left**, the worker will need to access available NTG or Commonwealth COVID-19 support payments. [Pandemic Leave Disaster Payment - Services Australia](#) The Director has the discretion to grant advanced access to or more leave, this will be considered on a case-by-case basis.

8.1.5. **COVID-19 leave is available for vaccinated workers requiring time off for the following:**

- To receive their booster vaccination and up to one day if they feel unwell from the booster vaccination.
- Where the NTG CHO directions force a lockdown/lockout and work from home is not possible.
- To attend a testing site if you or a dependant are a (NTG notified) close contact and need to obtain a RAT or do a PCR test.

9. Working from home

Working from home is a flexible arrangement, not a permanent solution. Workers who work from home are expected to interact as part of a team. This COVID-19 Safety Management Plan Policy and Procedure requires that all Batchelor Institute workers have had three COVID-19 vaccinations. Batchelor Institute will not approve anybody to work from home for vaccine-related reasons unless you are unable to be vaccinated due to a medical reason.

Batchelor Institute has control measures in place so there is no requirement for workers to work from home due to the current COVID-19 situation unless a worker has a contraindication exemption.

10. Student Accommodation

Accommodation is only provided to students who have received two COVID-19 vaccinations as provided for in clause 7.2.2 or medically exempt students. Control measures will be put in place as required.

11. Travel

NTG no longer lists all COVID-19 exposure sites. Where travel is necessary workers are expected to regularly monitor the list of major areas of concern, major outbreak venues, or super-spreader events and must declare if they have been in one of these areas and monitor themselves for COVID-19 symptoms for 7 days. If COVID-19 symptoms are identified, workers and students must have a COVID-19 test and self-quarantine until receiving a negative result, in line with NTG CHO Directions.

11.1. Batchelor Institute provided Travel

Workers using Batchelor Institute travel services must be triple vaccinated or have a medical or temporary exemption.

Students using Batchelor Institute travel services must be double vaccinated or have a medical or temporary exemption.

11.2. Regional and Remote

Workers travelling to remote areas are to liaise with co-ordinators, prior to arrival, to determine any covid-19 testing requirements.

11.3. Interstate and international [deleted]

12. Non-Compliance

Non-compliance to the requirements of this COVID-19 Safety Management Plan Policy and Procedure will be investigated pursuant to Batchelor Institute disciplinary procedures, ongoing non-compliance may lead to termination.

13. Access to COVID-19 Information

Website page: Batchelor Institute's COVID-19 Safety Management Plan Policy and Procedure can be accessed here: <https://www.batchelor.edu.au/> .

Any questions? Contact work health and safety on 89397315 or 0498 288 806 or email: whs@batchelor.edu.au.

This plan is underpinned by the following general principles:

- Practicing good hygiene and wear recommended masks
- Ensuring social distancing and room occupancy limitation
- Do not attend campus if you are unwell
- Protect others and the most vulnerable
- Aligns with the NT Government's law, directions and guidelines which will change as the situation develops
- NTG COVIDSafe posters for your workplace can be accessed here: <https://coronavirus.nt.gov.au/stay-safe/resources>
- If you are a staff member who requires support, BI offers a free, confidential counselling service through EASA – contact the HR team for more information.
- Please send any feedback or enquiries to the Work Health and Safety team.
- Translated resources are available from:
 - <http://www.amsant.org.au/covid-19/>
 - <https://coronavirus.nt.gov.au/stay-safe>

14. Training

14.1. The COVID-19 Safety Supervisor

The COVID-19 Safety Supervisor must have the necessary skills and knowledge to undertake their duties. Skills and knowledge may be acquired in a range of ways including but not limited to:

- 'In house' training
- Relevant professional experience
- Completing the Northern Territory Government's free [COVID Safety Supervisor training](#) or the [Australian Government infection control training](#).

The COVID-19 Safety Supervisor must be able to provide evidence of their skills and knowledge upon the request of an authorised officer. The evidence can be given to the authorised officer either orally or in writing.

15. Responsibilities

15.1. The COVID-19 Safety Supervisor

COVID-19 Safety Supervisors play an important role in communicating with workers, contractors, students and visitors about any relevant measures that assist with minimising the spread of COVID-19, changes to restrictions and the Institute's COVID-19 Safety Management Plan.

The role of the COVID Safety Supervisor is to implement:

- The Institute's COVID-19 Safety Management Plan
- Supervise and guide workers in this COVID-19 Safety Management plan

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- Assist in increasing students and visitors' knowledge about the Institute's policies and procedures consistent with this COVID-19 Safety Management plan
 - Remind students and visitors of their obligations to adhere to the COVID-19 safety principles including physical distancing
 - Assist in identifying and eliminating potential hazards or non-compliance within the Institute
 - Ensure the Institute's COVID-19 Safety Management Plan is reviewed every six months or when relevant CHO Directions are published and remains fit for purpose.

15.2. Workers

Workers should have a clear understanding of the COVID-19 Safety Management Plan including hygiene, cleaning and sanitising, physical distancing, and staying at home and away from work if feeling unwell and getting tested.

16. Related External Documents

- *Work Health and Safety (National Uniform Legislation) Act 2011 (NT)*
- *Work Health and Safety Regulations 2011 (NT)*
- *Related CHO Directions arising from the Public and Environmental Health Act 2011 (NT)*
- *NLC 101 COVID-19 Safe Meeting Management Plan*
- *Biosecurity Act 2015 (Cth)*
- *Batchelor Institute of Indigenous Tertiary Education Union Enterprise Agreement*
- *Fair Work Act 2009 (Cth)*

17. Feedback

If you have any comments or feedback about this procedure, please contact the Work Health and Safety Officer in the first instance on 8939 7315 or whs@batchelor.edu.au. Depending on the circumstances, the Work Health and Safety Officer may refer you to Human Resources, Student Experience, or Contractor Co-Ordinator depending on the issue.

18. Associated Forms

- Working From Home form

19. COVID-19 Risk Management

The following factors were considered as part of the COVID-19 Risk Management:

- Control measures changing as outlined in the Keeping Territorians Safe: Roadmap to Reopening, where changes are made to testing, quarantine requirements and travel through the Northern Territory (NT) and the impact for workers, students and visitors.
- Understanding and applying the settings for employees and students to work with 'at risk' populations – refer to the workgroup categories (below)
- Personal protective equipment and other control measures as appropriate are applied
- Compliance with the Chief Health Officer (CHO) Directions

19.1. Workgroup Exposure Risk

Worker Type/Student	Typical Activity	Exposure Risk
Batchelor Institute Workers	Working in community, health and/or childcare facilities	High
	Face to face contact with visitors and students	Medium
	No face-to-face contact working from home	Low
Contractors • Cleaners • Maintenance • Electrical	Any maintenance or repairs in community, health and/or childcare facilities	High
	Working with minimal contact with others	Medium
	Working in isolation i.e. area barricaded	Low
Students	Work placement in community, health and/or childcare facilities	High
	Face to face contact with workers and visitors	Medium
	No face-to-face contact, learning from home	Low
Visitors	Visiting community, health and/or childcare facilities	High
	Visiting front office, library and/or café	Medium

19.2. Risk Factors

Type of interaction being undertaken by workers, students, and visitors - contact type, duration and if there is contact with vulnerable persons

Nature of the workspace - the extent to which workers need to work in public facing roles (front office, lecturer, assessor, cleaning), whether physical distancing is possible, whether work is indoors/outdoors, office and classroom elements such as layout and ventilation, and importantly whether the workplace is in a remote community with higher restrictions or low vaccination rates.

Current and/or alternative control measures in place such as:

- personal protective equipment (PPE)
- manual check in ensuring your workers do not come to work when unwell
- practising physical distancing
- improving ventilation, where appropriate
- practising good hygiene
- increasing cleaning and maintenance, and
- wearing masks if unwell.

Extent of community transmission of COVID-19 in the location where the direction is to be given.

Ability to review individual worker, student, and visitor circumstances, including whether they are vaccinated, their duties and the risks associated with their interaction at the site.

19.3. Risk Rating Matrix

Risk ratings within the COVID-19 Risk Control Matrix are based on the following risk matrix:

		CONSEQUENCES (C)				
		Insignificant x[1]	Minor x[2]	Moderate x[3]	Major x[4]	Catastrophic x[5]
LIKELIHOOD (L)	Almost Certain [5]	Moderate (5)	High (10)	High (15)	Catastrophic (20)	Catastrophic (25)
	Likely [4]	Moderate (4)	Moderate (8)	High (12)	Catastrophic (16)	Catastrophic (20)
	Possible [3]	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
	Unlikely [2]	Low (2)	Moderate (4)	Moderate (6)	Moderate (8)	High (10)
	Rare [1]	Low (1)	Low (2)	Low (3)	Moderate (4)	Moderate (5)
C = Consequence			L = Likelihood			
5 = Catastrophic = Fatality, permanent disability, long term widespread impacts, huge financial loss.			5 = Almost Certain = It is almost certain that the risk will occur in most circumstances.			
4 = Major = Permanent disability or extensive injuries, medium to long term widespread impact, major financial loss.			4 = Likely = The risk is likely to occur in most circumstances.			
3 = Moderate = Lost time injury, reversible medium term local impact, high financial loss.			3 = Possible = There is uncertainty that the risk could occur.			
2 = Minor = Medical treatment, reversible short – medium term impact to local area, medium financial loss.			2 = Unlikely = The risk could occur at some time but there is confidence that it will not.			
1 = Insignificant = First aid, limited impact to minimal area, low financial loss.			1 = Rare = The impact/risk may occur only in exceptional circumstances.			

20. COVID-19 Risk Control Matrix

The following COVID-19 Risk Control Matrix includes the activity, associated hazard/s, initial risk rating, the control and/or action required, the residual risk rating and the responsible person/s for the implementation of the control.

Important Note – The COVID-19 Risk Control Matrix should be reviewed and updated based on the status of the COVID-19 pandemic including the emergence of new variants, information and changing CHO Directions or this COVID-19 Safety Management Plan Policy and Procedure.

The intent of the COVID-19 Risk Control Matrix is to provide guidance to workers, students, and visitors of their obligation to minimise and manage COVID-19.

20.1. COVID-19 Risk Control Matrix - General

Activity	Hazard/s	Initial Risk Rating C/L	Action/control or risk treatment	Residual Risk Rating C/L	Responsible Person/s
Working, studying, and visiting enclosed spaces: <ul style="list-style-type: none"> • Offices • Training rooms • Meeting rooms • Study/breakout areas • Library • Meal areas 	Physical distancing	C3/L4 High	<ul style="list-style-type: none"> • Determine and signpost maximum number of occupants permitted in all spaces • Workstations and desks minimum 1.5 metres apart • Designated line and queue spots • Seating allocation clear to maintain physical distance (e.g. COVID-19 'Sit Here' sticker) • Suspend all hot-desking 	C3/L1 Low	Student Experience, WHS & Facilities
		C3/L4 High	<ul style="list-style-type: none"> • Workers and students to always maintain 1.5 metres physical distance • Face masks may be worn 	C3/L1 Low	All workers & students
	Ventilation	C3/L3 Moderate	<ul style="list-style-type: none"> • Mechanical ventilation in place; annual inspections • Avoid use of recirculated air in HVAC systems and increase the outside air intake • If ceiling fans are used, the fan blades are to be directed to ceiling or floor not into people's faces • Limit oscillation and turbulence of fans • Exhaust fans are operational if in place • Ventilation controls with automated settings that reduce air supply based on temperature or occupancy are disabled if possible 	C3/L1 Low	Facilities Management

Activity	Hazard/s	Initial Risk Rating C/L	Action/control or risk treatment	Residual Risk Rating C/L	Responsible Person/s
Customer/Student front facing areas where social distancing is not possible	Airborne COVID-19 transmission	C4/L4 Cata	<ul style="list-style-type: none"> Install Plexi glass screen or ensure 1.5 mtr distancing 	C4/L1 Moderate	Facilities Management
Frequently touched surfaces: <ul style="list-style-type: none"> Counters Desks Handrails Door handles Phones Keyboards 	Contact transmission	C4/L4 Cata	<ul style="list-style-type: none"> Common area and meeting room surfaces cleaned regularly Follow cleaning and disinfecting guidance from CHO Direction No 35 of 2021 WHS Inspection 	C4/L1 Moderate	Cleaning staff & WHS Officer
			<ul style="list-style-type: none"> COVID-Safe Posters placed in prominent positions on all floors, entry and exit points Hand sanitiser available in all classrooms, at all workstations and in priority locations eg. Kitchens, meeting rooms, bathrooms 		Facilities Management
			<ul style="list-style-type: none"> Use supplied individual technology devices including laptops, keyboards, mouse etc. 		Workers & Students
Personal hygiene	Community transmission	C4/L4 Cata	<ul style="list-style-type: none"> Posters on the importance of hand washing are prominent in office locations and hand washing facilities are available in the bathrooms Soap and water for hand washing and paper towel or air dryer for hand drying is available in bathrooms, break rooms, back of house with instructional signs on hand washing Hand sanitiser available in all classrooms, at all workstations and in priority locations eg. Kitchens, meeting rooms, bathrooms 	C4/L1 Moderate	Facilities Management
			<ul style="list-style-type: none"> Avoid touching face & cough/sneeze into tissue or elbow Wash hands with soap regularly for at least 20 seconds and/or use hand sanitiser before and after any contact with surfaces that are used by more than one person Handwashing/sanitising to be undertaken prior to the start of any new activities/consultations. 		Workers, Students & Visitors

Access campus buildings	Community transmission	C3/L4 High	<ul style="list-style-type: none"> All workers to show evidence of vaccination status to HR 	C3/L1 Low	Workers & HR
			<ul style="list-style-type: none"> Implement a process to collect declarations made by workers and students prior to arrival at campus. 		HR & Student Admin
Travel	Community transmission	C3/L4 High	<ul style="list-style-type: none"> Workers travelling to remote areas are to liaise with co-ordinators, prior to arrival, to determine any COVID-19 testing requirements. 	C3/I1 Low	Workers, Students & Visitors
Review of Plan	Out of date/Changes to current situation	C3/L4 High	Meetings as situations and CHO directions change	C3/L1	Batchelor Institute COVID-19 Safety Plan Working Group

20.1. COVID-19 Risk Control Matrix - Students

Activity	Hazard/s	Initial Risk Rating C/L	Action/control or risk treatment	Residual Risk Rating C/L	Responsible Person/s
Institute provided student accommodation	Unvaccinated student Community transmission	C4/L4 Cata	<ul style="list-style-type: none"> Advise students of vaccination requirement Students to be accommodated by class or by community, if relevant Students to be accommodated individually, if available 	C4/L1 Moderate	Student Services & Residential
Student face to face training including on campus	Community transmission	C3/L5 High	<ul style="list-style-type: none"> Implement communications to raise awareness among students about vaccination requirement 	C3/L1 Low	Comms
			<ul style="list-style-type: none"> Place signs at entrance points advising students and visitors of the vaccination requirements Ensure students and visitors can locate the point of entry to the campus, where they need to show evidence of vaccination status Student given COVID-19 welfare packs (eg. Mask, hand sanitiser, and any other items determined by Director Student Experience) 		Facilities Management & Student Experience
			<ul style="list-style-type: none"> The Institute offers alternative learning methodologies (online, virtual) to students who are not vaccinated and cannot attend face to face training. 		VET & Higher Education Management

Activity	Hazard/s	Initial Risk Rating C/L	Action/control or risk treatment	Residual Risk Rating C/L	Responsible Person/s
			<ul style="list-style-type: none"> Provide evidence of vaccination status 		Students
Students feel unwell or showing COVID-19 symptoms or is a close contact	Community transmission	C3/L5 High	<ul style="list-style-type: none"> Students to be advised on arrival/check in, including Orientation to report any COVID-19 symptoms to staff and be any current CHO Directives. 	C3/L1 Low	Student Services & Campus Management
			<p>Batchelor Campus</p> <ul style="list-style-type: none"> Student to isolate in identified location <p>DPC Campus</p> Student to isolate on campus – East meeting room or CDU Accommodation (including shared accommodation partner)		Student Services
Student COVID-19 Testing	Community transmission	C3/L5 High	<p>Batchelor Campus</p> <ul style="list-style-type: none"> In the first instance, unwell Student(s) to be tested at the Batchelor Health Clinic or if not possible, RAT supplied <p>DPC Campus</p> <ul style="list-style-type: none"> In the first instance, unwell Student(s) to be transported to Traeger Park Oval (Alice Springs) testing facility by trained COVID-19 Safety Supervisor or if not possible, RAT supplied 	C3/L1 Low	Student Services & Residential
Student to report result of COVID-19	Unable to contact trace Community transmission	C3/L3 Moderate	<p>Batchelor Campus</p> <ul style="list-style-type: none"> Student to report the outcome of the RAT to staff If positive, student to report the outcome of the RAT to NT Health as per the CHO Directions <p>DPC Campus</p> <ul style="list-style-type: none"> Student to report the outcome of the RAT to staff, and staff to inform WHS If positive, student to report the outcome of the RAT to NT Health as per the CHO Directions, or Student will be advised of the outcome by Traeger Park Testing Facility Student to report the outcome of the test to staff 	C3/L1 Low	Student Services & WHS

Activity	Hazard/s	Initial Risk Rating C/L	Action/control or risk treatment	Residual Risk Rating C/L	Responsible Person/s
Management of a student positive COVID-19 test	Community transmission Stress anxiety	C3/L4 High	<ul style="list-style-type: none"> Student is to remain in isolation for 5 days Student is to be monitored – health and wellbeing Student to be tested on day 5 or until no symptoms Student is to be provided supply of water and contactless meal provision Student to be given a laptop to continue workshops, study, and mental health purposes 	C3/L1 Low	Student Services & Residential
	Stress anxiety	C3/L4 High	<ul style="list-style-type: none"> Information to be supplied to student regarding COVID-19 Flyers and information from www.coronavirus.nt.gov.au to be supplied to student and explained 	C3/L1 Low	Student Services
	Students' health declines	C4/L4 Cata	<ul style="list-style-type: none"> Contact the Batchelor Health Clinic Contact Royal Darwin Hospital/Alice Springs Hospital/Emergency Services 	C4/L1 Moderate	Student Services & Residential
Management of a student negative COVID-19 test	(Without symptoms) Stress anxiety	C2/L3 Moderate	<ul style="list-style-type: none"> Student to be tested day 3 and day 6 Student is to be monitored – health and wellbeing Student to wear a mask if they cannot keep a distance of 1.5mtr 	C2/1 Low	Student Services & Residential
	(With symptoms) Community transmission Stress anxiety	C4/L3 High	<ul style="list-style-type: none"> Student to be tested day 3 and day 6 Student is to be monitored – health and wellbeing Student to wear a mask if they cannot keep a distance of 1.5mtr 	C4/L1 Moderate	Student Services
Cleaning of rooms	Community transmission	C3/L3 Moderate	<ul style="list-style-type: none"> Notification to be sent to Facilities for the cleaning of a suspected COVID-19 accommodation (prior room student was housed in) and any teaching areas Facilities to action cleaning measures 	C3/L1 Low	Facilities Management, Residential & WHS

Activity	Hazard/s	Initial Risk Rating C/L	Action/control or risk treatment	Residual Risk Rating C/L	Responsible Person/s
			<ul style="list-style-type: none"> WHS to inspect before opening up accommodation or teaching areas 		
Lockout or lockdown	Stress anxiety	C3/L3 Moderate	<ul style="list-style-type: none"> Student to be accommodated (including meals) until they can return to their home location 	C3/L1 Low	Student Services & Residential
Student travelling home	Community transmission Stress anxiety	C3/L3 Moderate	Student to be provided with a RAT If positive: Student becomes unwell or shows symptoms of COVID-19 or becomes a close contact of a positive case If negative: Student returns home	C3/L1 Low	Residential & Student Services